



Houston Humane Society: 2017 Paw-liday Shopping Market

Event Information

Dates: Saturday, December 16th & Sunday, December 17th

Time: 11:00am to 4:00pm

Location: Houston Humane Society's Outdoor Pavilion, 3330 S. Sam Houston Pkwy W., Houston, TX 77053

Please read carefully

Thank you for registering to participate in the *2017 Paw-liday Shopping Market*, supporting the Houston Humane Society (HHS).

The Houston Humane Society *Paw-liday Shopping Market* is a pet lover's holiday haven! This pet-friendly holiday market features pet-centric vendors & service providers, unique holiday gifts, local artisan crafts, great food, drinks, & sweet treats, kids holiday ornament & letters to Santa 'creation station', festive music, the HHS mobile adoption team, & *Pictures with Santa-Paws!*

The **deadline to register for a vendor space is Thursday, December 14th at 5:00pm**. Space is limited, so please submit your registration early.

Please note that your registration will not be considered FINAL until payment has been made. A confirmation of payment and registration will be sent to you via email once your payment has been processed.

Vendor Fees:

A) Standard 10X10 booth area reservation:

\$30.00 per day for ALL vendors or \$50 to reserve both days

B) Large 10X20 booth area reservation:

\$50.00 per day for ALL vendors or \$80 to reserve both days

- Vendors are responsible for bringing their own tables, tents & chairs
- Vendors are responsible for their own load-in/load-out and clean-up.
- Vendors spaces are pre-assigned based on first come, first serve basis.
- Vendors that are participating in both market days may leave their tents, tables & chairs at pavilion overnight. You must take your merchandise with you each day. **HHS is not responsible for lost, stolen, or damaged items left at pavilion after hours**

Vendors may begin set up as early as 8:30am each day. **Vendors will not be allowed to start set-up earlier than 8:30am.** All Vendors must be set-up by 10:45am. **This is a RAIN or SHINE event.** *In case of heavy rain, the event will be moved to the shelter at: 14700 Almeda Road, Houston, TX 77053.*
Please direct any additional questions or needs to: Miranda Morris, Special Events Manager: 281-881-7513 cell or mmorris@houstonhumane.org

****please keep this page for your records****



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Vendor Registration Form

Company: _____

Address, City, Zip: _____

Contact Person: _____

Contact Number: (Office) _____ (cell) _____

Contact E-mail: _____

What type of *vendor* are you? Food Vendor Retail Vendor

What day(s) would you like to attend?

Saturday, December 16th only Sunday, December 17th only

Both Saturday, December 16th and Sunday, December 17th

What size vendor space would you like to reserve?

10x10 (\$30 per day or \$50 for both days)

10x20 (\$50 per day or \$80 for both days)

custom size (*please call Miranda Morris for pricing*)

NOTICE: Vendors Requirements:

- 1) **All food vendors are required to have a current Harris County Food Permit. YOU MUST DISPLAY PERMITS AT ALL TIMES AT YOUR BOOTH DURING THE EVENT. *Failure to do so will result in the removal of your booth from the event.***
- 2) **Food Vendors are responsible for obtaining their own food permits. Visit <http://publichealth.harriscountytexas.gov/Services-Programs/Services/FoodPermits> for information on obtaining a temporary food permit.**
- 3) **ALL vendors must provide their own generators or propane if needed. *No electricity will be provided.***

Will you be using a generator? (*circle one*) YES / NO

Will you be using a propane tank? (*circle one*) YES / NO

- 4) **Please initial HERE to acknowledge that you have read and accept these requirements: _____**



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Please briefly describe the type of merchandise or food you will be selling and/or attach a menu or description to this form: _____

RELEASE: Applicant's submission of this application releases and forever discharges the Houston Humane Society, City of Houston, Harris County and their elected officials, all sponsoring organizations, directors, employees, agents, and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of or in conjunction with participation in the Houston Humane Society 2017 Paw-liday Shopping Market.

PLEASE SIGN IN ACCEPTANCE OF THIS RELEASE:

SIGNATURE _____ **DATE** _____

PAYMENT INFORMATION:

TOTAL REGISTRATION FEE TO BE PAID: \$ _____

1. Credit Card

(You may call in credit card information if you wish to Miranda Morris at: 713-341-3344)

I wish to pay by: Amex Discover MC Visa

Credit Card #: _____

Exp. Date: _____ Sec. Code: _____

Authorized Signature: _____

2. My check made payable to Houston Humane Society is enclosed. _____

3. Check here if you would like a receipt emailed to you for your payment. _____

Please send your completed registration form & payment to **Miranda Morris, Special Events Manager** via email at: mmorris@houstonhumane.org; via fax to: **713-433-4325** or via standard mail at: **Houston Humane Society, P.O. Box 450528, Houston, TX 77245 c/o Miranda Morris**

For Office Use Only:

Total Amount Due: _____ Date Paid: _____

Received by: _____ Via: (circle one): Credit / Check/Money Order / Cash

Receipt Sent on: _____ Vendor Number: _____

Additional Notes: